

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF TRANSPORTATION PLANNING
DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Manager I	DISTRICT/DIVISION/OFFICE HQ/Division of Transportation Planning/Office of Program and Project Planning (OPPP)	
WORKING TITLE Staff Services Manager I - Project Initiation Document (PID) Program Resource Manager	POSITION NUMBER 900-074-4724-XXX	EFFECTIVE TBD

As a valued member of the Caltrans team, you make it possible for the Department to improve mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the direction of the Chief, Office of Program and Project Planning (OPPP), the incumbent, as the Staff Services Manager I for the Project Initiation Document (PID) Resource Management Branch, supervises a professional staff and is responsible for the statewide management of PID resources. The incumbent will plan, organize, and direct the staff activities related to the development, coordination and monitoring of the statewide Project Initiation Document Program Budget. This includes extensive coordination and interaction with other HQ programs and functions.

TYPICAL DUTIES:

Percentage Job Description

35% (E) Informs management about 40.50 Program budget and workload issues, and recommends solutions and alternatives. Supervises statewide programmatic administration of the 40.50 Program budget, making recommendations for distribution of resources to ensure program consistency. Assures that district resources are managed consistent with policy direction and allocations. Coordinates with Division and District managers regarding special functional support needs, and the Department's fiscal reporting systems for development of reports used to analyze program issues.

25% (E) Supervises, directs, and coaches resource management staff responsible for the analysis and monitoring of the statewide 40.50 Program budget and expenditures.

25% (E) Coordinates the development of the PID program budget change proposal (BCP) and finance letter (FL), and responds to PID-related requests from Division of Budgets in a timely manner. Examples of requests include: responses to BCP and FL questions from Department of Finance and Legislative consultants, and assisting the Division of Budgets in preparing PID program information / materials for budget briefings and hearings.

15% (E) Performs and organizes special reports on various operational and organizational issues; acts as a primary informational resource point for PID program budget inquiries; and implements operational changes involving budgetary or allocation business practices.

SUPERVISION EXERCISED OVER OTHERS

This is a first-line supervisory position. The incumbent directly supervises a professional staff that may include but is not limited to analysts, planners, and engineers.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of current departmental policies and programs; the budget process; the principles, processes, practices and tools related to management analysis, and resource allocations; and federal and state laws and regulations related to the PID (40.50) Program.

The incumbent must possess the ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex managerial problems, develop and evaluate alternatives, analyze data, and present information and recommendations effectively both verbally and in writing. The incumbent must be able to consult with, and advise interested parties, gain and maintain the confidence and cooperation of those contacted during the course of work, and compose, review and edit written reports. The incumbent must have the ability to utilize computer equipment with e-mail (Outlook), word processing, spreadsheets, and database software, and Internet applications.

The incumbent must demonstrate the ability to manage a complex program, establish and balance workload priorities. The incumbent must be able to provide clear direction and guidance to staff, to manage multiple assignments simultaneously, to learn new tasks quickly, and to be responsive to internal and external customers - including Caltrans District and HQ management, in a timely and effective manner.

The incumbent should possess the following competencies: 1) Uphold ethics and personal integrity, and demonstrate trustworthiness, reliability and responsibility; 2) Maintain and strengthen relationships with others inside or outside of the organization who can provide information, assistance, and support; 3) Listen to others and communicate in an effective manner; and 4) Effectively manage and guide group efforts, and work cooperatively with other team members to achieve common goals.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Consideration of all input and pertinent factors is critical to reaching conclusions and taking appropriate actions. Poor decisions may result in 1.) inaccurate representation of staffing needs, 2.) loss of credibility, or 3.) the development of inaccurate recommendations on which others rely. Failure to consider the political sensitivity or to fully evaluate the fiscal, economic, social and environmental effects of decisions on the Department's programs could also result in the inefficient use or loss of funding and delay of project delivery.

PUBLIC AND INTERNAL CONTACTS

The incumbent must work cooperatively and effectively with HQ, District, and external agency staff, and may be required to make formal presentations or provide training at meetings or workshops.

WORK ENVIRONMENT

The environment includes working in a routine office setting 95% of the time, and traveling to outside locations for district staff meetings, conducting briefings/training, attending and/or speaking engagements at conferences and other special events the remaining 5%.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The employee is required to use a video display and keyboard; maintain long periods of concentration when doing analysis and data checking, respond to short deadlines, and manage staff.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee's Name

Signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor's Name

Signature

Date